

DISASTER “DAMAGE ASSESSMENT” PACKAGE

After completing the “Damage Report” (“DR”) series, the proper use and timely submission of the attached “Damage Assessment” (“DA”) forms by affected interests will help to better evaluate and document the damage and provide you, the State, and/ or Federal officials more specific damage information. This information will support the State’s request for a joint Preliminary Damage Assessment (PDA) to request a Major Disaster Declaration.

The comments below, combined with instructions on the back of most of the forms, should assist you in completing them. Call MEMA if you have any questions or need additional clarification.

1. The first four reports are extremely important to help you "sort out" the damage by itemizing where, how much, and what kind(s) of damage has occurred. These reports normally follow the "DR" series which should have already been submitted. They will help you to (1) Confirm what was surveyed in the first reports (DR-1 and DR-2); (2) Identify the individual(s) and/or location(s) for certification or follow-up as needed, and (3) Provide the details you need to prepare the Summary Report (DA-5):
 - A. **“INDIVIDUAL ASSISTANCE” (MEMA DA-1).**
 - B. **“BUSINESS AND AGRICULTURE” (MEMA DA-2).**
 - C. **“PUBLIC ASSISTANCE” (MEMA DA-3).**
 - D. **“DEBRIS REMOVAL” (MEMA DA-4).**

2. **“DAMAGE ASSESSMENT SUMMARY REPORT” (MEMA DA-5)** - This report "puts together" the overall summary from all the preceding reports. It also groups and categorizes the damages. The first DA-5 is due within **48-hrs** and should be updated at least every 24-hours as long as the numbers are changing. [This report normally follows DA-4, but it may follow DR-1 and DR-2 (in the absence of the DA-1 thru DA-4) if State and/or Federal assistance is not being requested.]

3. **“BUDGET SUMMARY” (MEMA DA-6)** - This is a required document if you are requesting State or Federal Assistance (grants or loans). The County Chancery Clerk or the City Clerk usually has the records to provide this information.

NOTE: In addition to the MEMA DA-6 (“Budget Summary”), the MEMA DR-3 (“Proclamation of Local Emergency”) & DR-4 (“Resolution Requesting Assistance”) are also prerequisites to receiving State or Federal Assistance.

Refer to the following for further guidance and assistance:

1. “Damage Reports” (“DR”) Package which precedes this package.
2. FEMA-322 “Public Assistance Guide”
3. FEMA-323 “Applicants Handbook”